

ES&H SAFETY & INDUSTRIAL HYGIENES GROUP ELECTRONIC RECORDS SYSTEM/ FILE PLAN

ID#	System Name	System Acroym	Brief Description	Agency	Subagency	Scheduling Status (Pending, Approved or Unscheduled	Schedule Number	Electronic/ Location	Paper/Location
1	IH Sampling Records	IH SR	Industrial Hygiene Sampling Records	DOE	FNAL	Approved	ENV-1, e (1) Destroy when 75 years old. (N1-434-98-28)	File Maker Pro (Shared Volume - ESH Server) and on the ESH Webpage in an Oracle (CD	Located in a binder in kitchen file cabinets.
2	Microwave Surveys	MS	Microwave Surveys from 1992-1996. No longer a sampling requirement.	DOE	FNAL	Approved	ENV 1 b 5 (b) EPI Destroy after 30 years. 29 CFR 1910.20 (N1-434-98-28) Frozen	File Maker Pro (Shared Volume - ESH Server) and on the ESH Webpage in an	Located in a binder in kitchen file cabinets.
3	Respirator Log	RL	Respirator usage log	DOE	FNAL	Approved	ENV 1 b 5 (b) EPI Destroy after 30 years. 29 CFR 1910.20 (N1-434-98-28) Frozen	File Maker Pro (Shared Volume - ESH Server) and on the ESH Webpage in an	Located in a binder in kitchen file cabinets.
4	Respirator Fit-testing Records	RFR	Respirator fit-testing records	DOE	FNAL	Approved	ENV 1 b 5 (b) EPI Destroy after 30 years. 29 CFR 1910.20 (N1-434-98-28) Frozen	File Maker Pro (Shared Volume - ESH Server) and on the ESH Webpage in an Oracle (CD	Located in a binder in kitchen file cabinets.
5	Ventilation Surveys	VS	Exhaust System Surveys	DOE	FNAL	Approved	ENV 4 b (3) Cutoff annually. Retire to FRC 5 years after cutoff. Destroy when 75 years old. (N1-434-98-28)		Located in a binder in kitchen file cabinets.

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6	Asbestos Removal Historical Records	ARHR	A-Team Asbestos Removal Historical Records	DOE	FNAL	Approved	ENV 4 b (5) EPI Destroy when 20 years old. (N1-434-98-28)	ESH Webpage in an Oracle (CD server) Database.	Located in a binder in kitchen file cabinets.
7	Laser Inventory	LI	Laser Inventory logbook	DOE	FNAL	Approved	ENV-1, e (1) Destroy when 75 years old. (N1-434-98-28)	ESH Webpage in an Oracle (CD Server) Database.	Located in a binder in kitchen file cabinets.
8	Confined Space Database	CSD	Electronic Data Management Systems Geographic Information System	DOE	FNAL	Approved	ENV-1, g (1) Retain on site. Destroy when no longer needed. (N1-434-98-28)	ESH Webpage in an Oracle (CD Server) Database.	
9	Confined Space Implementation Plans	CSIP	Confined Space implementation plans and geographic information system	DOE	FNAL	Approved	ENV-1, g (1) Retain on site. Destroy when no longer needed. (N1-434-98-28)	ESH Webpage on the ESH Server.	
	Fermilab High Noise Areas	FHNA	High Noise Areas information is contained in electronic format in	DOE	FNAL	Approved	ADM-1 21.1 Dispose of in accordance with item 1.1 of this schedule. (75 years after cutoff) (N1-434-98-28)	DOC.DB via the ESH Webpage.	
10	Audiometric Database	ADB	Audiometric Database is an electronic record on the ESH Webpage in an Oracle (CD Server) Database that can be used by the Fermilab IHs to track and trend potential	DOE	FNAL	Approved	ADM-1 21.1 Dispose of in accordance with item 1.1 of this schedule. (75 years after cutoff) (N1-434-89-28)	DOC.DB via the ESH Webpage.	
12	IH Assessment Database	IH ADB	The IH Assessment Database is used to document Industrial Hygiene walkthroughs of areas or tasks at Fermilab.	DOE	FNAL	Approved	ENV-21.2 d (2) Cut off when the facility is dismantled. Destroy 75 years after cutoff. [N1-434-98-4 item 21.2d(2)]	ESH Webpage in an Oracle (CD Server) Database.	

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13	IH Forms	IHF	The IH forms are either field forms or FESHM forms that are used for documentation of IH activities they are all available from the ESH Webpage and are on the	DOE	FNAL	Approved	ENV-1, b(1) Destroy 3 years after issuance of a new plan. (N1-434-98-28)	ESH Webpage and are on the ESH server or DOC.DB.	
14	IH Meeting Minutes	IHMM	The IH Meeting Minutes contained in electronic format	DOE	FNAL	Approved	ENV-1,b 5 (a) Destroy after 5 years. 29 CFR 1910.120 (N1-434-98-28)	ESH Server or in DOC.DB via the ESH Webpage.	
15	Material Safety Data Sheets (MSDSs)	MSDS	MSDS provides detailed safety information on hazardous chemical products obtained from chemical	DOE	FNAL	Approved	ENV-2 c (7) a Destroy 75 years after substance has been removed from use. (N1-434-98-28)	ESH Server via the ESH Webpage in an Oracle (CD Server) Database	Site 40 with the HCTT Group.Material s Safety Data Sheets (MSDS)
16	IH Representatives	IHR	A list of IH D/S representatives are maintained in electronic format on the ESH Wepage.	DOE	FNAL	Approved	ENV-1, b 5(b) EPI Destroy after 30 years. 29 CFR 1910.20 (N1-434-98-28)	ESH Wepage.	
17	Procard	Procard	Routine Procurement Files. (GRS 3, item 3) Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining	DOE	FNAL	Approved	ADM-3, 3a Destroy 6 years and 3 months after final payment.	(Frontend System) format on BS Server	paper copy (receipts and statements) in Dave Baird's Office Area.